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PLASSEY COLLEGE

Estd.-2010



(affiliated to the University of Kalyani)

Mira Bazar, P.O.-Plassey, Kaliganj Block, Dist.-Nadia, Pin-741156, West Bengal, India.

Ref. No.....

E-Governance Policy

Date.....

Plassey College automates various operation in an integrated manner in order to provide efficient and effective governance within the institution. The IQAC has decided to adopt and implement e-governance in all possible activities of functioning for planning and development, accounts, administration, communications, student's admission, library, teaching-learning and evaluations, etc.

Objective:

- Implementation of E-Governance in various functioning of the institution
- Achieving efficiency in functioning
- Promoting transparency and accountability
- Facilitating online internal and external communication between various entities of the institution
- Providing easy access to information
- Making the institution visible globally

Policy:

The institution will implement e-governance in all aspects of functioning like library, accounts, admission, administration, teaching etc. The policy is designed and framed to make each and every function efficient, effective, transparent and accountable.

Procedures:

College Website: The institutional website will act as an information dissemination center regarding the college, all its activities, important notices, course offered, etc. For this propose, a separate service provide or web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. All the important notification have to go live on the website as and when they are released.

Admission: An open and transparent strategy for the admission process is followed as per the regulations of the Kalyani University. The College brings out its Prospectus which is displayed on the website that has guidelines for the admission process. A dedicated admission portal is used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online application Form for taking admission to the college and for this purpose an online software to be used for the.

Accounting: Plassey College has introduced an Upgraded Version of TALLY which is used in college for Finance and Accounts. The accounting module enables and support tasks which are taken on day-to-day basis. It is faster access to the reports and has enhanced security.

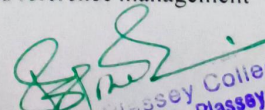
Library: Central library is fully automated from 2018 using Integrated Library Management System with the support of KOHA soft. LAN and Wi-Fi connections in the library provides easy access to learning resources. E-resources can be accessed through Inlibnet (NLIST) for the institution to make it possible for students and faculty to access all digital resources at any time, from anywhere and on any device. Web OPAC (Online Public Access Catalogue) is also installed. Its link is added to the institutional website.

E-Waste Management: Institution ensures that its usage of technology and generation of e-waste dose not impact the environment. Through an MOU with an e-waste processing company, e-waste is recycled.

ICT Tools

Hardware and Software Infrastructure

- The institution ensures that it has adequate number of desktops and laptops for students, faculty and staff.
- Computers and printers are available in the administrative section and in the library.
- Projectors and other multimedia devices are provided in all the classrooms, conference hall and laboratories.
- Office automation packages for desktops like MS Office and Antivirus are purchased and updated regularly.
- The college library offers an array of sophisticated resources, including plagiarism detection software, library resource management systems, subscriptions to e-resources repositories, and advanced reference management tools.


Plassey College
P.O.-Plassey, Dist.-Nadia